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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 9 FEBRUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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II. Items/Events of Major Interest:

1. Mardi Gras: On Tuesday, 15 February 1983, Shrove
Tuesday will be celebrated in the Headquarters cafeterias.
The special menu will include Jambalaya, Shrimp Creole,
Red Beans and Rice, and other Southern dishes. A jazz band
will perform in the North Cafeteria from 12:00 noon to
1:30 p.m. To add to the spirit of Mardi Gras, the cashiers
and servers will be in costume.

2. Exhibit: A Smithsonian compiled exhibit entitled,
"The Black Woman's Contribution to Freedom" is being displayed
in Exhibit Hall, Headquarters Building, from 7 to 28 February.

3. Renovation of Classrooms: Renovations will be made
to update the classrooms on the fifth floor of Chamber of
Commerce Building. The construction drawings are 95 percent
complete, awaiting only the Field Engineering Branch's input
25X1   on HVAC.

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4. Installation of Terminals: SAFE Early Capability ter-
minals are to be installed in the Office of Scientific and
Weapons Research, DDI, room 4G00 Headquarters Building.
95 percent of the drawings are complete.

5. Relocation of DDA/OF/ACD: The design has been sub-
mitted to Audit and Certification Division, Office of Finance,
25X1   for relocation from 604 Key Building to [   ]
25X1   This is Phase II of [   ] backfill.

6. Carpet Installation: Carpet is being installed on the
25X1   5th, 6th, and 7th floor of [   ] on Saturdays. This
area is occupied by ORD.

7. Snow Emergency Activity: The Snow Emergency Plan was
put into effect on Sunday evening, 6 February 1983. Crews
from Motor Pool Branch, Space Maintenance and Facilities Branch,
Building Services Branch, and GSA had the roadways, sidewalks,
and entrances cleared by opening of business Monday morning.

III. Significant Events Anticipated During the Coming Week:
    No items this reporting period.

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                                    Chief
                            Logistics Services Division

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